

<p style="text-align: center;">KENTUCKY CORRECTIONS Policies and Procedures</p>	<p>Policy Number</p> <p style="text-align: center;">15.1</p> <p>Date Filed</p> <p style="text-align: center;">October 14, 2005</p>	<p>Total Pages</p> <p style="text-align: center;">2</p> <p>Effective Date</p> <p style="text-align: center;">February 3, 2006</p>
<p>References/Authority</p> <p>KRS 196.035, 197.020 ACA 4-4283, 4-4343</p>	<p>Subject</p> <p style="text-align: center;">HAIR, GROOMING AND ID CARD STANDARDS</p>	

I. DEFINITIONS

"Hair length" means the length of hair, as well as beard and mustache length.

"Inmate identification card (ID)" means the bar-coded card worn by all inmates.

"KOOL system" means the Kentucky Offender Online Lookup system.

II. POLICY and PROCEDURES

Hair and grooming shall comply with the sanitation and security practices of the institutions. The Department of Corrections recognizes the need for contemporary hairstyles and an inmate may select the hairstyle of his choice within the requirements of this policy.

A. An inmate may:

1. wear a mustache, beard, or both; and
2. choose the length of his hair.

B. An inmate shall NOT have cutouts or symbols cut into body hair or eyebrows.

C. Sanitation Practices

1. An inmate shall wear a hair net and beard covering if working in food service or in an area that long hair or a beard may increase the likelihood of work injury.
2. An inmate who chooses long hair, and works around machinery, shall be required to wear the hair back in a pony tail to decrease the likelihood of a work injury.
3. Hair, mustache and beard length may be restricted if not kept clean and neat.

Policy Number	Effective Date	Page
15.1	February 3, 2006	2

4. Hair and beard length may be restricted for security reasons in Special Management Units.

D. Security Practices

Every inmate shall maintain an identification card that matches his current identity (hair length, beard, mustache).

1. An inmate ID card shall be made by the Assessment and Classification Center during the month an inmate enters the correctional system.
2. A new ID card shall be issued annually.
3. Each new ID card shall include an updated photograph of the inmate and be made according to a yearly schedule established by the institutional.
4. The institution shall be responsible for making the updated photograph available to the KOOL system.
5. An inmate who changes his appearance may be required to pay for a new identification card that matches the inmate's current appearance. The cost shall not exceed three dollars and fifty cents (\$3.50).